

Chief, Management Staff

14 March 1957

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Weekly Report - Week Ending 13 March 1957

1. Contributions

a. Tangible

- (1) The Records Center received 341 cubic feet of records and destroyed 53 cubic feet of inactive materials. The transfer of inactive records to the Center continues to be high. During February 825 cubic feet were received as compared to 495 for the same period in 1956.
- (2) Completed evaluation on four employee suggestions. The principle contribution from these suggestions pertains to an improved dispatch form which should result in considerable savings in processing time when it is completely installed throughout the Agency.
- (3) Completed 13 new and revised forms. Included were three for the Office of Personnel which will be used in connection with the application of the Flex-o-writer procedure in the processing of personnel actions.
- (4) The Records Control Schedule, Cable Secretariat has been completed. This will permit the transfer and destruction of a substantial portion of their records holdings on a continuing basis. Only 2 per cent of their records are permanent.

b. Intangible

- (1) Submitted to the Office of the SCA/OS/S a list of 18 reporting requirements placed upon the field stations. The list will also be used in the feasibility study of supply operations now being conducted.

2. Assignments (Active)

- a. Nineteen new and revised forms in process.
- b. Records Disposition Program OOR 67 per cent complete. Over 25,000 cubic feet of records have been inventoried.

- c. Records Disposition Program, Office of Logistics 80 per cent complete. ✓
- d. Review of Records Control Schedule, Audit Staff 80 per cent complete. ✓
- e. Records Disposition Program, Cable Secretariat completed.
- f. Installation of filing system in OSI 27 per cent complete.
- g. Use of shelf filing in Industrial Register. ✓
- h. Use of shelf filing in Biographic Register. ✓
- i. Development of intra-agency chain envelope. ✓

3. News

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[] and I visited the Records Center of the Department of the Army to observe their operating procedures and for other purposes.

The Office of Personnel wishes us to explore with them certain aspects of their Vital Materials Program to determine whether it should be expanded to provide for the deposit of additional materials that would be needed in the event of an emergency.

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1 MgtS/RMS/[] rea (14 March 1957)

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